

OFFICE OF STATEWIDE HEALTH PLANNING AND
DEVELOPMENT(OSHPD)
FACILITIES DEVELOPMENT DIVISION
1600 NINTH STREET, ROOM 420
SACRAMENTO, CALIFORNIA 95814

TELEPHONE NUMBERS:

OFFICE: (916) 654-2786
FAX: (916) 654-2973

NOTE: All fees should be sent to:

OSHPD
Hospital Inspector Certification Program
1600 9th Street, Room 420
Sacramento, CA 95814

OSHDP

Information

**HOSPITAL
INSPECTOR
CERTIFICATION
PROGRAM**

INFORMATION FOR OSHPD HOSPITAL INSPECTOR CERTIFICATION

GENERAL

An OSHPD certified Hospital Inspector, upon approval, performs inspection functions and oversees all special inspection functions, on any and all alterations, modifications and additions to existing hospital buildings and facilities and new hospital facility construction. OSHPD certifies inspectors for three levels of inspection.

AUTHORITY

Section 129825 of the "Health and Safety Code" requires the hospital governing board, or authority, to provide for and require competent and adequate inspection by an inspector satisfactory to the architect of record, and/or the engineer of record and satisfactory to OSHPD.

ELIGIBILITY

CLASS A

Class A Hospital Inspector may inspect all phases of construction, including, but not limited to, structural. Each applicant for OSHPD certification as a Class A Hospital Inspector of major hospital construction projects shall meet the following requirements:

1. High school graduation or the equivalent and six years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in technical inspection or inspection supervision. (NOTE: Experience in subsection (a), (1) may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years) or;
2. Possess a valid California registration/license as a mechanical, electrical, or civil engineer and two years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in technical inspection or inspection supervision or;
3. High school graduation or the equivalent, and two years of working experience as a Class B Hospital Inspector or;
4. Possess a valid California registration/license as a structural engineer or valid California license as an architect.

CLASS B

Class B Hospital Inspector may inspect all phases of construction, except structural

1. High school graduation or the equivalent and have four years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection or inspection supervision. (NOTE: Experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years) or;
2. Possess a valid California registration/license as a civil engineer and two years experience involving building projects of Type I or Type II construction as an architect's, engineer's owner's, local building official's or general contractor's representative in technical inspection or inspection supervision or;
3. Possess a valid California registration/license as a structural, mechanical, or electrical engineer or valid California license as an architect.

CLASS C (Under development)

Class C Hospital Inspector may inspect one or more areas of construction specialty including architectural, mechanical, electrical, fire and life safety, or structural but may not inspect the complete scope of construction specialties authorized for A or B inspectors.

1. High school graduation or the equivalent and four years experience involving building projects as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection or inspection supervision [NOTE: Experience in subsection (c)(1) may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years.] or
2. Possess a valid California registration/license as an engineer and two years experience involving building projects as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection or inspection supervision; or
3. Possess a valid California registration/license as a structural, mechanical, or electrical engineer, or a valid California license as an architect.

HOW TO APPLY

An applicant may apply for the Hospital Inspector Certification examination by submitting, to the Office, the following items prior to the final filing date announced for a scheduled exam:

1. A completed original application, provided by the Office, shall be submitted to the Office in Sacramento and shall include the exam title, preferred examination location (Sacramento or Los Angeles), applicants name, social security number, mailing address and telephone number (fax number is optional).
2. Certificates, affidavits, or transcripts indicating educational courses completed by the applicant which relate to the minimum qualifying requirements.
3. Work verification form or letter from current and/or previous employer(s) regarding any job which meets the minimum qualifications for the certification examination and which includes the applicant's name, dates of employment, position held, duties performed and employer's signature.
4. An application review fee of \$100.00 must accompany the application. This fee is non-refundable.
5. A completed Statement of Citizenship, Alienage, and Immigration Status for State Public Benefits form provided by OSHPD.

Upon review, verification and evaluation of the applicant's qualifications, the Office will notify the applicant, in writing, of eligibility or ineligibility for entrance to the requested certification examination.

EXAMINATION

The Office shall administer an exam not less than once in every calendar year in the Sacramento and Los Angeles areas. Upon approval of the application, a notice of the test dates and locations and confirmation form will be mailed to the applicant. The confirmation form and examination fees must be received 10 working days before the examination date.

The **Class A** Hospital Inspector Examination is an eight-hour test consisting of two parts. Part one consists of 100 multiple-choice code questions (open book). It will measure the applicant's ability to identify and understand the application of various California Building Standards Code requirements, ability to display good judgement in work situations, knowledge of appropriate inspectors duties and ability to communicate in writing. Part two consists of 100 multiple-choice questions on plan reading. It will measure the applicant's ability to read, understand construction plans and specifications of a hospital construction project. The test will be divided into sections covering the following code enforcement areas of construction inspection: architectural, structural, mechanical, electrical, fire and life safety, and anchorage of non-structural elements.

The **Class B** Hospital Inspector examination is a six-hour test consisting of two parts. Part one consists of 100 multiple-choice code questions (open book). It will measure the applicant's ability to identify and understand the application of various California Building Standards Code requirements, ability to display good judgement in work situations, knowledge of appropriate inspectors duties and ability to communicate in writing. Part two consists of 50 multiple choice questions on plan reading. It will measure the applicant's ability to read, understand construction plans and specifications of a hospital construction project. The test will be divided into sections covering the following code enforcement areas of construction inspection: architectural, minor structural, mechanical, electrical, fire and life safety, and anchorage of non-structural elements.

The results will be mailed to the candidates within two to four weeks of the examination date. To be successful in the certification examination, a candidate must obtain a passing score of at least 75% in each discipline.

An applicant who has failed an examination may participate in a re-examination no sooner than six months from the exam previously taken by the candidate.

An applicant or candidate who is disqualified from an examination may not participate in an examination or re-examination for a period of one year from the date of disqualification.

The applicant may refile for an examination by submitting an application, documents and fees pursuant to Sections 7-203 and 7-206.

FEES

An examination fee shall be submitted by an applicant for a specified examination prior to participation in the examination as listed below:

Application Review (non-refundable)	\$100.00
Examination (Class A or B)	\$300.00
Examination (Class C)	\$100.00
Re-certification Examination	\$100.00
Delinquency Fee	\$100.00
Duplicate Certificate	\$ 25.00

Fees should be made to OSHPD. Acceptable methods of payment are check, money order, Novus/Discover card, Visa, Mastercard, or American Express. Payments should be submitted with the application and/or confirmation form and mailed to:

Office of Statewide Health Planning and Development
Hospital Inspector Certification Program
1600 9th Street, Room 420
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The applicant must either change their examination date or cancel according to the policy outline below to request a change or refund. If the Office has a need to reschedule an exam, a qualified applicant who has submitted the exam fee prior to the reschedule will be either reimbursed or credited for the exam fee amount.

HOW TO CHANGE AN EXAMINATION APPOINTMENT

If the candidate cannot test for any reason, OSHPD must be notified at least four business days **before** the scheduled examination date to change or cancel a reservation without a monetary penalty. This notification can be faxed to (916) 654-2973 or (916) 653-0755. The examination fee collected from the first appointment may be applied to the new test date.

If OSHPD is notified **less** than four business days before the scheduled examination, the full examination fee will be charged to the applicant.

IF THE APPLICANT IS ABSENT FROM THE RESERVED EXAMINATION

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to OSHPD within 14 days of the original examination date.

Following are valid reasons for an excused absence:

1. Death in the immediate family;
2. Disabling traffic accident
3. Court appearance or jury duty;
4. Military duty; or
5. Illness (either yourself or an immediate family member.)

If a candidate is absent from an examination appointment, and has not rescheduled or canceled according to the policy, OSHPD will be owed the full examination fee for that missed examination session. The applicant will not be permitted to take the examination until all fees owed OSHPD have been paid.

ACCESSIBILITY AND REASONABLE ACCOMMODATION

Test sites should be free from architectural and communication barriers. However, if accommodations are needed, please check the application where provided so that arrangements can be made if the building is not totally accessible.

Reasonable accommodation in written tests may mean that competitors with disabilities are tested on a day other than the published examination date.

All support services, including extra time to complete the examination, must be approved and arranged before the day of the examination.

DAY OF THE EXAMINATION

The applicant should allow sufficient time to find the test center, check in and arrange code books for the first portion of the examination. The examination **will start at exactly 8:00 a.m.** and may end at 5:00 p.m. depending on the examination level. The lunch period will be from 12:00 to 1:00 p.m. **There will be no exceptions to this time.**

Candidates must bring the following items on the date of the examination:

1. One form of photo identification and valid signature (preferably a driver's license); and
2. The required materials (code books).

If the examination fee has not been paid and/or the required identification is not provided, the applicant will not be allowed to test. An additional examination fee will be required to reschedule the examination.

CONDUCT RELATIVE TO THE EXAM

The following rules and procedures will be observed at the test center. The Office shall disqualify an applicant who participates in any of the following acts before, during or after the administration of the examination. The applicant **shall not:**

- (1) Write on the examination booklet or the plans.
- (2) Use literature other than the code books or any other copyrighted material.
No notes or binders are allowed.
- (3) Share materials with another candidate.
- (4) Copy any portion of the examination
- (5) Annotate or highlight code books to remove examination question information
- (6) Participate in collusion regarding the examination
- (7) Disclose the contents of the examination questions to anyone other than a person authorized by the Office.
- (8) Solicit, accept or compile information regarding the contents of the examination
- (9) Falsify documents required for examination entrance

The examinations are limited to the time frame defined for each level.

REQUIRED MATERIALS

The 2001 version of the California Code of Regulations, Title 24, Parts 2 through 5, also known as the California Building Code, containing the Building Standards adopted by OSHPD by authority of the Hospital Seismic Safety Act of 1983. (Health and Safety Code, Division 107, Part 7, Chapter 1, Articles 1 through 7 commencing with Section 129675.) The 2000 building code became effective November 1, 2002.

The California Building Code consists of the following:

1. The 1997 Edition of the Uniform Building Code with 2001 California Amendments
(2001 California Building Code, Part 2, Title 24, CCR) (Volumes 1, 2)
2. The 1999 Edition of the National Electrical Code with 2001 California Amendments (2001 California Electrical Code, Part 3, Title 24, CCR).
3. The 2000 Edition of the Uniform Mechanical Code with 2001 California Amendments (2001 California Mechanical Code, Part 4, Title 24, CCR).
4. The 2000 Edition of the Uniform Plumbing Code with 2001 California Amendments (2001 California Plumbing Code, Part 5, Title 24, CCR).
5. The 1999 NFPA 99
6. The 1997 Edition of the Uniform Building Code Standards

CERTIFICATE

Upon successfully passing the examination, each inspector will receive an OSHPD Hospital Inspector Certificate. Inspectors are strongly encouraged to attend OSHPD training classes when available.

The Hospital Inspector Certificate issued by OSHPD will expire three years from the date of the examination. Refer to the re-certification information for more details.

EXPIRATION OF CERTIFICATION

Certification is valid for three years from the last certification date. The expiration date will appear on the Certification badge. OSHPD will notify inspectors within a year of their certification expiration date. Notifications will be sent based on the information on file at OSHPD. It is the responsibility of the inspector to notify OSHPD of any change of address affecting this notification.

RECERTIFICATION

GENERAL

A Class A, B or C Hospital Certificate issued by OSHPD will expire three years from the latest certification date. An inspector must pass a Hospital Inspector recertification examination and complete a seminar conducted, sponsored, or cosponsored by the Office within the three-year certification period in order to maintain valid certification in the same hospital inspector class. If an inspector receives certification for two hospital classifications, recertification certificates will be issued for the higher level only.

Expired certification may be renewed after the expiration date, but no later than six months past that date. The Hospital Inspector will be required to pay a delinquency fee, pursuant to Section 7-206, in order to recertify during the six-month delinquency period.

If an inspector does not comply with these provisions, the inspector will no longer be certified by the Office to inspect hospital construction. The Office shall rescind the approval to serve as a Hospital Inspector of Record on a project if a valid certification is not maintained.

ELIGIBILITY

To be eligible for the re-certification examination, a Hospital Inspector shall meet the following minimum criteria:

1. Possess a valid Hospital Inspector Certificate or an expired certificate which meets the delinquency criteria.
2. Complete a seminar conducted, sponsored, or cosponsored by the Office within the three-year certification period.

HOW TO APPLY

An applicant may apply for re-certification by submitting:

1. Submit a completed Hospital Recertification Seminar/Exam registration flyer to the Office in Sacramento. This form is available from the office and also on the OSHPD website at www.oshpd.state.ca.us. This form should include the applicant's name, social security number, mailing address, telephone number and Certification number. Any change of address should be indicated at this time (This information listed and available to facilities, upon request. Please note If you want a different address or phone number listed for public contact,)
2. Recertification examinations are based on the current seminar. Separate examinations from the attended seminar may be scheduled in conjunction with the recertification seminars held on a different date or at the OSHPD Los Angeles and/or Sacramento Office.

EXAMINATION

The Office shall administer an examination not less than once in every calendar year in the Sacramento and Los Angeles areas. Inspectors should carefully monitor their expiration dates. An Examination Request Form and list of seminars, test dates and locations will be mailed to you upon request.

The recertification examination is a 45-minute test consisting of multiple-choice questions base on information presented at the recertification seminars. This examination will test the Hospital Inspectors knowledge of the major new or revised California Building Codes. The test may also include additional questions regarding critical changes in new construction materials or inspection procedures covered at the seminar.

Re-examination at three-year intervals and demonstration of maintaining currency in codes and inspection through continuing education will be necessary for continuance of certification.

FEES

A re-examination fee shall be submitted by an applicant for a specified examination prior to participation in the examination listed below:

Re-certification Examination	\$100.00
Delinquency Fee	\$100.00
Duplicate Certificate	\$ 25.00

Fees should be made payable to OSHPD. Acceptable methods of payment are check, money order, Novus/Discover card, Visa, Mastercard, or American Express. Payments should be submitted with the seminar registration form, application and/or confirmation form and mailed to:

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Hospital Inspector Certification Program
1600 9th Street, Room 420
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EXPIRATION OF CERTIFICATION

Certification is valid for three years from the latest certification date. The expiration date will appear on the Certification badge. OSHPD will notify inspectors within a year of their certification expiration date. Notifications will be sent based on the information on file at OSHPD. It is the responsibility of the inspector to notify OSHPD of any change of address affecting this notification.

The Office shall rescind approval of a Hospital Inspector of Record on a project if the inspector does not comply with this provision.

ACCESSIBILITY AND REASONABLE ACCOMMODATION

All support services, including extra time to complete the examination, must be approved and arranged in advance.

CERTIFICATE

Upon successfully passing the re-examination, each inspector will receive an OSHPD Hospital Inspector Certificate.

SUSPENSION OR REVOCATION OF CERTIFICATION

A Hospital Inspector Certificate issued by the Office may be suspended or revoked by the Office if the certificate holder misrepresents any facts presented to the Office.

APPEAL PROCESS FOR SUSPENSION OR REVOCATION OF CERTIFICATE

The applicant, candidate or certificate holder may submit a written request for an appeal within 60 days of any determination by the Office pursuant to Article 19, Chapter 7, Part 1, Title 24 and accompanied by a detailed statement of reasons.

The Deputy Director of the Office or designee shall review the issue and when requested appoint a peer board of appeals to hear the issue and recommend resolution. The Deputy Director will review the recommendation and render a final decision.

The peer board of appeals shall consist of a minimum of three (3) Hospital Inspectors, one (1) Regional Compliance Officer, one (1) Compliance Officer, (1) architect, one (1) structural engineer, and one (1) hospital representative.

The applicant, candidate or certificate holder may appeal the decision to the Hospital Building Safety Board.